



STANDARDS OF APPRENTICESHIP
adopted by

TRANSTECH ELECTRIC INC., APPRENTICESHIP COMMITTEE

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
OUTDOOR LIGHTING AND TRAFFIC SIGNAL INSTALLER		824.381-010	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

APRIL 16, 1999

Initial Approval

JULY 22, 2005

Committee Amended

OCTOBER 22, 2004

Standards Amended (review)

Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall be the entire State of Washington.

II. MINIMUM QUALIFICATIONS:

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Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

- Age: **Applicants shall be 18 years of age or older.**
- Education: **High school graduate or possession of a GED is required. Applicants must have transcript showing successful completion (grade C or better) for one year of high school algebra or geometry or one full credit quarter or semester at an accredited university or community college.**
- Physical: **Applicants must be capable of performing the work of the trade.**
- Testing: **NONE**
- Other: **Applicants must submit the following information to the Committee before their applications will be considered complete:**
- a. Valid Washington State Driver's license.**
 - b. Documents verifying age, high school diploma or GED, required math classes and WSDL must be provided within 60 days of application to be considered for the interview process.**
 - c. No person will be granted an interview who has not met the above requirements.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. Persons desiring apprenticeship training shall make application to the Apprenticeship Committee. Applicants meeting the minimum qualifications will be notified in writing of the date, time, and place for the**

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interview. The applicant will be informed of the obligation to abide by these standards.

2. **The apprenticeship committee members shall conduct a comparative evaluation of each interviewee and a score will be recorded.**
3. **Applicants will be listed in the order of their scores. This list will constitute a pool of eligible applicants for employment and selection will be made in descending order of the score. Once interviewed and evaluated, an applicant will remain on the eligibility list for two years. Applicants may be removed from the list at an earlier date by their request, or if they refuse employment without a valid reason(s) as determined by the Apprenticeship Committee. Applicants have a responsibility to keep the Apprenticeship Committee informed of their current address.**
4. **Pre-employment drug testing is required. There is no cost.**
5. **Each applicant accepted for employment will be issued a qualification card stating that the holder of this card is now an apprentice electrician.**
6. **Applications for apprenticeship will be accepted year-round. Applications are available Monday through Friday at 9012 South 208th Street, Kent, WA 98031.**

B. Equal Employment Opportunity Plan:

1. **Disseminating information and concerns regarding equal opportunity policies of the program's sponsor.**
2. **Engaging in programs where available, designed to recruit, pre-qualify, and place minorities and women (minority and non-minority) in apprenticeship.**
3. **Granting credit for previous trade experience or trade-related courses for all applicants equally.**
4. **The Apprenticeship Committee shall have the option of piercing the list to hire qualified minority and female applicants.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

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The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall be 8000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first 1600 hours of employment after the signing of the Apprenticeship Agreement shall be a probationary period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

At no time shall the ratio exceed one (1) apprentice employed after one (1) journey-level worker is employed per jobsite.

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VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	35%
2	1001 - 2000 hours	40%
3	2001 - 3000 hours	45%
4	3001 - 4000 hours	50%
5	4001 - 5000 hours	55%
6	5001 - 6000 hours	65%
7	6001 - 7000 hours	75%
8	7001 - 8000 hours	80%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Outdoor Lighting and Traffic Signal Installer</u>		<u>Approximate Hours</u>
1.	Blueprint reading.....	500
2.	General knowledge of materials	300
3.	Safety.....	500
	a. First Aid	
	b. Flagging	
	c. Coning	
	d. Use and care of rubber gloves	
	e. Boom truck operation	
4.	Lighting.....	1000
	a. Street	
	b. Signal Heads	
	c. Lamping	
5.	Controllers.....	700
	a. Fixed time	
	b. Automatic	
	c. Electromechanical	
	d. Solid state	
	e. Master	
	f. Activated	
	g. Auxiliary	
6.	Cable.....	1500
	a. Pulling	
	b. Splicing	
	c. Termination	
7.	Circuitry.....	1000
	a. Special log circuits	
	b. Primaries	
	c. Interconnect	

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- d. Detection
 - e. Loops
 - f. Troubleshooting
- 8. Conduit.....1500
 - a. Installation
 - b. Bending
- 9. Standards500
 - a. Setting
 - b. Arming
 - c. Framing
- 10. Special Equipment500
 - a. Shop machinery
 - b. Meters
 - c. Testers
 - d. Use of other tools and equipment as necessary to build a complete traffic signal system and/or lighting system.

TOTAL HOURS: 8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- () Approved training seminars
- () A combination of home study and approved correspondence courses
- () State Community/Technical college
- () Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify): **Construction Industry Training Council of Washington Educational Institution and in-house safety meetings**

192 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. The apprentice must immediately notify the instructor and Committee chairman of any absences from school classes, stating the date and reason for absence. Failure to do so will mean the absence is unexcused. Sickness will be considered an acceptable excuse when the apprentice also misses time from work. Overtime is no excuse for absence from school. The Apprenticeship Committee, at their discretion, will examine the absence excuse and determine if the excuse is satisfactory. Unexcused absences shall be adequate reason for the apprentice to be called before the Apprenticeship Committee for disciplinary action.**
- B. Any time that the apprentice believes there is any complaint concerning any phase of training, a complaint in writing to the Apprenticeship Committee fifteen (15) days prior to the next regular meeting must be submitted.**
- C. All request of the Apprenticeship Committee shall be presented to the Committee at least ten (10) days in advance of the next Apprenticeship Committee meeting. Any apprentice desiring to make a request for credit for previous on-the-job training must do so within six (6) months after being accepted into the Apprenticeship Program. Without satisfactory proof of such training, no apprentice shall be given credit for previous work experience.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

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A. General Procedures

- 1. The apprenticeship and training programs shall be administered by the Apprenticeship and Training Committee and all apprentices shall conform to these standards.**
- 2. The Committee shall, in conformity with state and federal statutes, make local rules and establish requirements governing the selection, qualifications, education and training of all apprentices and for training of journey-level workers.**
- 3. The Committee shall determine the number of apprentices needed to keep the Contractor supplied with qualified journey-level electricians.**
- 4. The Committee may employ a competent person as a part or full time Apprenticeship Coordinator.**
- 5. The sponsor shall be able to provide the necessary work experience for training.**
- 6. The Committee shall see that each apprentice receives the minimum requirements or related instruction and on-the-job experience as outlined in these standards.**
- 7. The employer shall make every effort to keep the apprentice employed in a reasonably continuous manner and adequately instructed.**
- 8. The Committee shall see that all apprentices are registered with the Washington State Apprenticeship and Training Council.**
- 9. The Committee shall keep complete and accurate records on each apprentice and applicant for a period of five (5) years and make such records available to the U.S. Department of Labor and the Department of Labor and Industries, Apprenticeship Section.**
- 10. The Committee shall call on consultants in the educational, apprenticeship, and technical fields for help and guidance when deemed necessary.**
- 11. The Committee shall retain the right to review each apprentice admitted to the program to determine at which level the apprentice will begin in the program.**
- 12. If the apprentice fails to fulfill the related training obligation, the Committee may suspend or revoke the agreement or penalize the**

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apprentice by holding up advancement, and the employer agrees to carry out the instruction of the Committee in this respect.

13. The Apprenticeship Coordinator/Training Director, when employed, will act for and under the direction of the Committee in carrying out the terms and conditions as established in the standards and published policies of the Apprenticeship Committee.
14. The Committee shall have full authority as provided in these standards to rotate apprentice assignments in order to provide diversity of training or work opportunity. The agreement for these transfers or rotations shall be made in cooperation with the Employer.
 - a. It is the policy of this committee to rotate apprentices in such a manner as to gain experience in the different phases of electrical work.
 - b. The committee will make every effort to give the employer two (2) weeks written advance notice of the need to rotate an apprentice's work assignment.
 - c. Consistent with the employment opportunities, it is the Committee's desire to supply as close to the number of approximate hours in the major classifications as outlined in these standards.
 - d. No apprentice can refuse a job assignment without a valid reason.
15. The Committee will endeavor to have all newly selected apprentices registered and employed as soon as possible after acceptance.
16. Periodic advancement of apprentices:
 - a. Prior to each assignment, the Committee will check the apprentice's progress on the job by contacting the proper supervisory personnel responsible for the apprentice's work assignments.
 - b. Advancement may be held up until all required hours are completed with satisfactory grades in school and the required work hours. Any apprentice having more than two (2) unexcused absences from class per year may have his/her pay advancement held up thirty (3) days and appear before the Apprenticeship Committee for possible further disciplinary action.
 - c. Satisfactory grades in school (75 percent average minimum grade) must be maintained.
 - d. Work experience report books will be turned in to the Committee made out properly, on time, which is one (1) month prior to the next pay raise, completion of apprenticeship, or on request of the Apprenticeship Committee. Failure to comply will result in notification of no pay progress until records are completed. Future advancements will be calculated from the new date.

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- e. All apprentices receiving monthly work experience books are required to fill out a work experience report sheet monthly. This report shall be furnished to the Committee no later than by the 10th of each month.

Each apprentice who is late in turning in his/her work experience report per year will have the following penalties imposed.

1st offense: Up to 30 days actual work delay in his/her next advancement.

2nd offense: Up to 60 days actual work delay in his/her next advancement.

3rd offense: Penalty: cause for cancellation of registration.

Future advancements will be calculated from the new date.

- f. The average number of hours of employment of all apprentices will be reviewed every twelve (12) months.
- g. A low average employment is sufficient reason to rotate apprentices for more equal employment opportunities.
- h. The apprentice can be brought before the Committee regarding issues concerning job performance, work habits, professionalism, etc. Such action could cause the apprentice to be dropped from the Apprenticeship Program for non-compliance. The apprentice shall be notified by registered mail at least twenty (2) days in advance of the regular Apprenticeship Committee meeting to appear for a hearing. Failure to appear will automatically be cause for termination from the apprenticeship program.
- i. Within 60 days of employment, the apprentice shall obtain a Class B CDL license with air endorsement to their valid Washington State Driver License.

17. Statement of Policy:

- a. Disciplinary problems may first be handled by the Apprenticeship Coordinator/Training Director. Whenever the coordinator desires, the matter may be referred to the Committee for action.
- b. Performing electrical work for other than the employer unless it is specifically approved by the sponsor, may be cause for removal from the job with no further referral unless acted upon by the Committee at their next regular meeting.
- c. Cheating, copying, and other such actions during testing procedures may be cause for disciplinary action.
- d. Quorum for Apprenticeship Committee constitutes three (3) members.
- e. Employer obligations:

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The employer must agree in writing to comply with these standards, the addendum to these standards, and any future lawful amendments, which are approved by the Washington State Apprenticeship and Training Council.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

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2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

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L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.
 7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

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1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL NON-JOINT**

The employer representatives shall be:

Alan Guthmiller, Chairman
PO Box 7429
Kent, WA 98042

Mary Guthmiller
PO Box 7429
Kent, WA 98042

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The employee representatives shall be:

**Larry Gura, Secretary
PO Box 7429
Kent, WA 98042**

**Brett Leber
PO Box 7429
Kent, WA 98042**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

NONE